

January 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 <b>HOLIDAY</b>  Normal DW refresh	2 <b>LABOR:</b> Reverse Dec Month-end Estimate <b>SURCHARGES</b>  Normal DW refresh	3  Normal DW refresh
4	5 <b>LABOR:</b> PP25  Normal DW refresh	6 <b>LABOR:</b> PP25 <b>SURCHARGES</b>  Normal DW refresh	7 <b>LABOR:</b> DEC NOAA CORPS  Normal DW refresh	8 <b>GL:</b> Re-Open GL for EDA  Normal DW refresh	9  Normal DW refresh	10  Normal DW refresh
11	12 <b>LABOR:</b> PP26  Normal DW refresh	13 <b>LABOR:</b> PP26 <b>SURCHARGES</b>  Normal DW refresh	14  Normal DW refresh	15  Normal DW refresh	16 <b>GL:</b> Update AR Trial Table  Normal DW refresh	17  Normal DW refresh
18	19 <b>HOLIDAY</b>  Normal DW refresh	20  Normal DW refresh	21  Normal DW refresh	22  Normal DW refresh	23  Normal DW refresh	24  Normal DW refresh
25	26 <b>LABOR:</b> PP01 <b>SURCHARGES</b> <b>DISBURSEMENTS:</b> Last run for Jan  Normal DW refresh	27 <b>LABOR:</b> Jan Month-end Estimate <b>SURCHARGES</b>  Normal DW refresh	28 <b>LABOR:</b> JAN NOAA CORPS <b>SURCHARGES</b> <b>SLTs</b> SLTs to be approved for Jan are due to FMB by 4:00 pm ET <b>CA O/U Reversal – Part C</b> Normal DW refresh	29 <b>SLTs:</b> 12:00 pm ET Final Approval <b>CA SURCHARGES</b> processed prior to the “Tier ONE” closing  Normal DW refresh	30 <b>CFS G/L MONTH-END PRELIM CLOSING</b> <b>7:00 AM ET</b> Close Tier 1 <b>WIP</b> CA O/U Process. <b>12:00 PM ET</b> Close Tier 2 Normal DW refresh	31 <b>DW reports and/ or CFS Production reports</b> complete month-end data  Normal DW refresh

### **TIER “ONE” Closing**

Tier “ONE” modules will be placed in “**PRELIMINARY**” close for the **January 2009 General Ledger**

- PR** – Purchase Requisitions (Commitments)
  - PO** – Purchase Orders (Obligations, etc.)
  - AP** – Accounts Payable (Invoices and Receiving Tickets, etc.)
- 8:00 AM ET: “**Tier ONE**” may begin working on February 2009 transactions.

### **TIER “TWO” Closing**

Tier TWO modules will be placed in “**PRELIMINARY**” close for the **January 2009 General Ledger**

- BE** – Budget Execution (Resources, Apportionments, Allotments, BOPs)
- NOTE:** Month end G/L closing process does NOT prohibit end users from entering BOPs.
- AR** – Accounts Receivable
  - ALLOC** – Cost Accumulation/Allocation (Surcharges, etc.)

The Cost Accumulation Over/Under (CA O/U) process @ 7:00 AM ET on Fri Jan 30, 2009.

- GJ** – General Journal (GJs and Labor, etc.)
- GL** – General Ledger

- These transactions will affect the Cost Accumulation Surcharge & Over/Under processes.

“**Tier TWO**,” should ***NOT*** enter **ANY** transactions while January 2009 is still open. **ONLY after January 2009** is closed may “**Tier TWO**” modules mentioned above begin working on February 2009 transactions.